



MEMORANDUM FOR: Deputy Director (Intelligence)
SUBJECT: CIA Library Procurement Procedure

1. Attached are two copies of the Inspector General's staff of library procurement policies and procedures. Some of the recommendations contained therein are addressed to the DD/I and DD/S and it would be appreciated if you would coordinate with them on the appropriate action.

2. Please inform me of the results of actions taken in response to the recommendations.

LYMAN B. BIRNBAUM
Inspector General

cc: DCI and DDCI w/attachment

O/IG [redacted] mc 1 Dec 59

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INSPECTOR GENERAL'S STUDY
OF
CIA LIBRARY
PROCUREMENT POLICIES AND PROCEDURES

TABLE OF CONTENTS

	<u>Page</u>
I. Purpose and Scope.	1
II. Authority for Program.	1
III. Procurement Budget	2
IV. Domestic Procurement	5
V. Foreign Procurement.	7
VI. Inter-Library Loans.	9
VII. Selection Policies	10
VIII. Evaluation	11

I. Purpose and Scope

The purpose of this study is to examine the policies and procedures under which books and periodicals are procured for the Agency, and the basis on which these materials are selected. Although the CIA Library, OCR, is the principal agent for procurement, no attempt has been made to examine the Library generally; this was done in the Inspector General's Survey of OCR dated April 1956. In addition to Library personnel, procurement has been discussed with employees of the principal users in the DD/I and DD/P areas and with representatives of the Office of the Comptroller.

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Next 14 Page(s) In Document Exempt

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